

Summer Graduates

Students graduating from high school with a diploma *after* June 30th and before the first instructional school day of the new school year, *as a result of summer school*, must have summer school information entered into PowerSchool. Once the summer course information has been entered, it is then necessary for the school to promote the student to show and be reported as a summer graduate. The student will move into the Graduated Students School during the End of Year (EOY) Process in PowerSchool when all Scheduling Setup fields have been populated correctly. It is important that all steps be followed in order for the student to be counted on the school's Retention/Promotion (RP) report for the previous school year and the Graduate Data Verification (GDV) report for the current school year.

Important: Refer to the related [Early Graduates \(QRD\)](#) for configuration settings affecting early graduate Students for the *upcoming* year. Settings described in this QRD may have an impact on the configurations detailed in **Early Graduates (QRD)** and vice versa.

Promotions and retention that occurred in the *previous* year and are NOT Summer Grads, are detailed in the [Summer Promotion/Retention Process \(QRD\)](#). Configure a Student as a Summer Graduate

To configure a student as a Summer Graduate, enter the correct settings for the following fields:

- **Diploma Issue** – refer to the Diploma Date and Diploma Information section on page 2.
- Historical Grade level – refer to [Edit Previous Enrollment Record](#) section on page 5.
- Summer School Course – refer to [Summer School Course](#) section on page 3.

Navigation: Start Page > Select Student > **NC Information** > **Academics**

Summer School Course

The student **MUST** have taken a summer school course identified in PowerSchool. Any course taken during summer school for a summer graduate must be added to the student's **Historical Grades** for the upcoming school year in order to be reported on the student transcript, RP for Summer School information, and GDV report.

Navigation: Start Page > Select Student > Academics > Historical Grades

The screenshot shows the PowerSchool interface. On the left, the 'Academics' menu is open, and 'Historical Grades' is selected. The main screen displays the 'Historical Grades' table with columns for Year/Term, Grid Lvl, Course number, Course, Earned Credit, and various grade columns (A1, E0, E1, E2, F1, Q1, Q2, Q3, Q4, S1, S2). A red arrow points from the 'Single New Entry' button in the top right of the table to the 'New Stored Grade' form. The form contains the following fields:

- School name: Mayberry High
- School year: (example: for 1998-1999 school year, enter 1998)
- Store code:
- Hist. grade level:
- (a) Course number - Section number:
- (b) Course name:
- Teacher name:
- Grade:
- GPA points:
- Added value:
- Percent:
- Citizenship:
- Earned credit hours:
- Potential credit hours:
- Credit type:
- Grade Suppression Policy Override:
- Grade Suppression Calculation: ☒ Include ☐ Exclude
- GPA Calculation: ☒ Include ☐ Exclude
- Class Rank Calculation: ☒ Include ☐ Exclude
- Honor Roll Calculation: ☒ Include ☐ Exclude
- Display on Transcript: ☒ Yes ☐ No
- Teacher comment:

- On the **Historical Grades** screen, click **Single New Entry**.
- On the **New Stored Grade** screen, enter the following information:
 - School Name** = Defaults to the current school
 - School Year** = Summer Grads historical grades **MUST** be entered for the next school year for Graduate Data Verification (GDV)
 - Store Code** = F1
 - Hist. Grade Level** = Grade level of the student when course was taken
 - Course Number-Section Number** or **Course Name** = enter either the Course code or the Course Name for the appropriate course
 - Teacher Name** = Optional
 - Grade** = Enter the appropriate grade based on the NC 10 point grade scale.
 - GPA Points** = (For high school courses only) When Course Number is used to create this record the value will populate automatically when the record is saved
 - Added value** = (For high school courses only) When Course Number is used to create this record this value will populate automatically when the record is saved
 - Percent** = % grade earned in the class based on the NC 10 point grade scale
 - For high school courses:
 - Earned Credit Hours** = Number of credit hours earned for the course
 - Potential Credit Hours** = Number of potential credits for the course
 - Credit Type** = This field is populated by the subject area of a course number (the first four digits) and should not be changed
 - GPA Calculation** = Include (if should be included in GPA)

Summer Graduates

- **Class Rank Calculation** = Include (if should be included in Rank)
- **Honor Roll Calculation** = Include
- **Display on Transcript** = Yes (if needs to be included on transcript)
- **Teacher Comment**

3. Click **Submit**.

Once the summer course info is entered, go to the **Historical Grades** screen and edit the entered summer course record.

4. On the **Historical Grades** screen, click the grade under **F1** column.

Historical Grades ?

Condition: Grd: 9 1427477 12845

[Multiple New Entries](#) [Single New Entry](#) [Previous School Names](#) [Detail View](#)

Year/Term	Grd Lvl	Course number	Course	Earned Credit	E1	E2	F1	Q1	Q2	Q3
13-14 S2	9	AL102X0A	Agriscience Applications	0.00	96	89	88	86		
				0.00	92	95	96	96		

- a. On the **Edit Stored Grade** screen, scroll to the bottom of the screen and select **LOCS - Local Summer School** from the **How Taken** dropdown menu.

Edit Stored Grade ?

Condition: Grd: 9 1427477 12845

School	East Hudson High
Term ID	2302
School year (Term)	2013-2014 (Semester 2)
Store code	Q3
Hist. grade level	9
Associated	AL102X0A-5, Agriscience Applications, Exp. 3(A-B))

Apply

Post Secondary Institution	Select
How Taken	LOCS - Local Summer School
Year Taken	
CTE Course	No
CTE Level Indicator	Select
Delivery Mode	Blended
State	

[Delete](#) [Submit](#)

5. Click **Submit**.

Edit Previous Enrollment Record

After entering summer course information into **Historical Grades**, it is necessary to update the **Previous Enrollment** record with the **Promotion Status Summer** information. The Grade level must be a grade level greater than and/or equal to 11.

Navigation: Start Page > Select Student > **Transfer Info**

1. On the **Transfer Info** screen, click the *last* Previous Enrollment record from last year.

The screenshot shows the 'Transfer Information' screen for a student. At the top, it says 'Student: [Name] 12 [ID]'. Below this, there are two sections: 'Current Enrollment' and 'Previous Enrollments'. The 'Current Enrollment' section has a table with columns: Entry Date / Code, Exit Date / Code, Grade, Entry Comment, Exit Comment, and School. It shows one record: 08/25/2014 E1, 08/26/2014 W6, Grade 12, Summer Graduate, [School Name] Learning Center. The 'Previous Enrollments' section has a similar table. It shows two records: 08/26/2013 E1, 06/13/2014 RACD, Grade 12, Retained, [School Name] High; and 08/01/2013 E1, 08/01/2013 W1, Grade 11, summer school, [School Name] High. A mouse cursor is pointing at the first record in the 'Previous Enrollments' table.

Current Enrollment					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/25/2014 E1	08/26/2014 W6	12	Summer Graduate		[School Name] Learning Center

Previous Enrollments					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/26/2013 E1	06/13/2014 RACD	12		Retained	[School Name] High
08/01/2013 E1	08/01/2013 W1	11	summer school		[School Name] High

2. On the **Edit Previous Enrollment** screen, accept the auto-populated data in all fields except the **Promotion Status Summer** field as shown below:
 - Entry Date
 - Entry Code
 - Entry Comment
 - Exit Date
 - Exit Code
 - Exit Comment
 - Full-Time Equivalency
 - Grade Level
 - Track
 - LEA of Residence
 - Extended Data
 - Admission Status
 - Days Present
 - Days Absent
 - Unexcused Absences
 - Promotion Status
 - Promotion Status Summer = enter the appropriate graduation code, e.g., Graduated with Diploma, Graduated with Certificate.
 - Secondary Enrollment
 - Dropout Data
 - Dropout Reason
 - Verified Dropout

Summer Graduates

3. Click **Submit**.

Admission Status	MST1
Days Present	170.0
Days Absent	7.0
Unexcused Absences	2
Promotion Status	Retention - Local Stds - Acad
Promotion Status Summer	Graduated with Diploma
Secondary Enrollment	No
Dropout Data	
Dropout Reason	
Verified Dropout	<input type="checkbox"/>

Delete Submit

Setting Next School Indicator and Next Grade

In order for the End of Year process to move the student to the Graduated Students School, the student must be 'pointed' to the correct grade level and school.

Navigation: Start Page > Student Selection > **Scheduling Setup**

Scheduling Setup

Required Settings

Next Year Grade	99
Priority	
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	2016
Summer School Indicator	None
Note for Summer School Admin	

Next School Indicator: Graduated Students

Optional Settings

Next Year Campus/Building		Associate
Next Year House		Associate
Next Year Team		

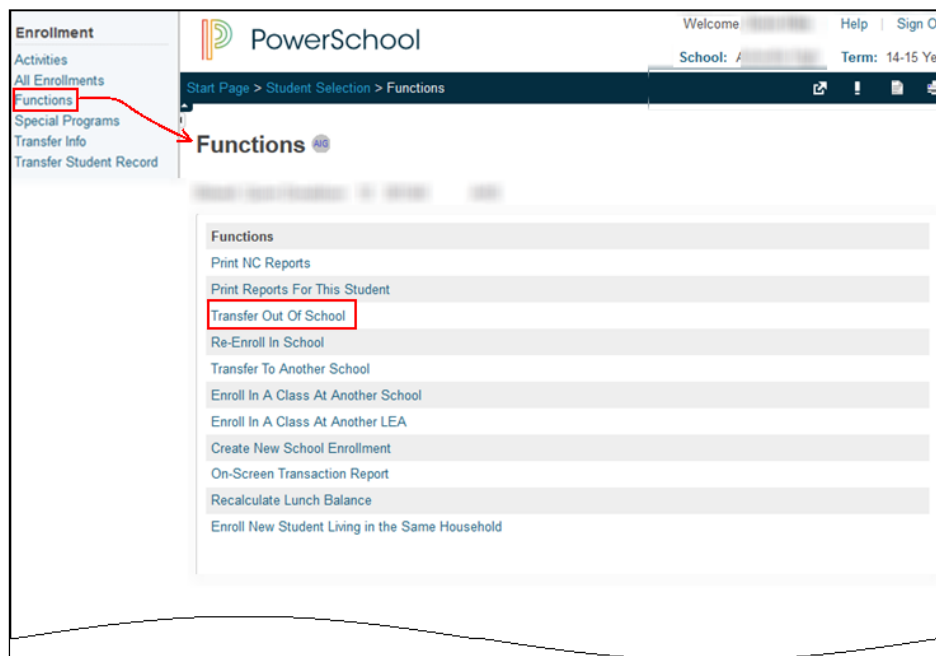
1. On the **Scheduling Setup** screen, complete the following fields:
 - a. **Next Year Grade** = 99
 - b. **Year of Graduation** = the school year in which the student is graduating

Note: Students who complete the school year after June 30 will be considered a graduate of the *next school year* and will be included in the Cohort file.

- c. **Next School Indicator** =select **Graduated Students** from the drop-down menu.
2. Click **Submit**.

Transfer Out of School

Navigation: Start Page > Select Student > **Functions** > **Transfer out of School**



1. On the **Transfer Student Out** screen, enter the following:
 - a. **Transfer Comment** = Summer Graduate
 - b. **Date of Transfer** = enter a date before the first day of school
 - c. **Exit Code** = select **W6 (W6 High school graduate)**

A screenshot of the 'Transfer Student Out' form in PowerSchool. The form has a title bar with the text 'Transfer Student Out' and a question mark icon. Below the title bar, there are several input fields and a dropdown menu. The 'Transfer comment' field contains the text 'Summer Graduate'. The 'Date of transfer' field contains the date '8/27/2014' and a calendar icon, with a note '(should be the day after the student's last day in class)'. The 'Exit code' dropdown menu is set to 'W6 (W6 High school graduate)'. There is a checkbox labeled 'Check here if student(s) intend to enroll in school during next school year.*'. Below this, there is a note: '* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.' A 'Submit' button is located at the bottom right of the form.

2. Click **Submit**.

Note: The student has now been transferred out of the school.

Warning: Do NOT move the student to 'Graduated Students'

School: Graduated Students

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.